



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
11-2011

OPEN TO: All Interested Candidates
POSITION: Accounting Technician / Alternate Cashier, FSN-08*; FP-06**
OPENING DATE: April 17, 2011
CLOSING DATE: Open Until Filled
WORK HOURS: Full-Time; 40 hours/week
COMPENSATION: DZD 923,619* (Grade 08)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Accounting Technician/Alternate Cashier in the Financial Management Office.

BASIC FUNCTION OF POSITION

Maintains and reviews, reconciles and balances Post's accounting records for all mission accounts. Acts as the accounting Technician under the direct supervision of post's Financial Specialist. Shares Accounting duties with Post Budget Analyst/ Accountant position. Responsible for accounting activities relating to the account of all agencies of the Embassy as directed by the Financial Specialist. Provides guidance to two voucher examiners.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** University Degree in Accounting , Finance or related field.
- 2. Prior Work Experience:** Two years of progressively more responsible experience in accounts maintenance, bookkeeping or related accounting technician work is required.
- 3. Language Proficiency:** Level III in English, Level IV in French and Arabic are required.

4. **Other Criteria:** Sound knowledge of appropriation and allotment bookkeeping and accounting procedures related to maintaining, reconciling and closing account in US Government activities.
5. **Other Skills and Abilities:** Ability to analyze the interrelationship of accounts that are affected by varied transactions and documents, accounting codes, and account structures, and that involve detailed procedures for setting up and liquidating obligations. Must have good oral and written communication and interpersonal skills; proficiency in the use of computer/work processing terminal equipment and calculators; typing at 40 WPM.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFM's that currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as a DS-174.
 - Letter of Interest. You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Office.
- Can be submitted if selected for an interview.

CLOSING DATE FOR THIS POSITION: Open Until Filled

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Accounting Technician / Alternate Cashier, Vacancy Announcement #11-2011

Point of Contact: Human Resources Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**

Note: Only the best qualified applicants will be contacted for a test and an interview